



Thank you for choosing 123 Drive! Driving Academy! This letter provides you with important details about what happens next and how we do things 😊

What to bring to class – COMPLETED Student Contract, Student Info Sheet, Scheduling Form, **BEGINNER'S PERMIT or LICENSE** and your payment. **Cash or check preferred**. Class starts at **8:00 a.m.** and goes until **4:00 p.m.** **Arriving late to class or leaving early may result in you not getting credit for the class and having to do it again.** Please plan to be there the entire time. We will provide pizza lunch, drinks, lots of great snacks and a short morning and afternoon break.

Scheduling – Take advantage of **FAST LANE EXPEDITED SCHEDULING** by sending in your forms and payment info prior to class and getting priority scheduling. No additional FEE for using Fast Lane. Otherwise, we will receive your schedule via email, usually within a week of the class date. If a student is pretty confident already, we will likely schedule them for three 2 hour lessons with their test at the end of the 3rd lesson, if they are testing with us. Beginners will be scheduled for four 1 ½ hour lessons. It's important to understand that a student cannot learn to drive in only 6 hours, so if they are a beginner, they will have to get practice in with a licensed driver between their lessons. If this is not possible, you can purchase additional lesson hours with us. Students under 17 are required to have 40 hours of driving in with a parent (including 10 at night) as well as the 6 hours with us. **Please be sure to complete the scheduling form with a list of dates they CANNOT do like vacation dates, sports schedules, work schedules etc so we know what we have to work around.** For changes, please email schedules@123DriveDrivingAcademy.com or call (843) 263-5023.

Lessons – Students will receive a text and parents will receive an email reminder 24 hrs prior to a lesson. We pick up and drop off students at home, work or a designated spot at their school. We will ALWAYS be in a black SUV with 123 Drive! magnets all over the car. If you see a conflict with the schedule, please let us know as soon as possible so we can reschedule that lesson. **Missed or canceled lessons without 24 notice will result in a \$50 charge.** We need time to fill that spot with another student. Please keep in mind that rescheduling may result in the student's test date being bumped further out as well. For schedule cancellations or changes, email schedules@123DriveDrivingAcademy.com or call (843) 263-5023.

Forms for DMV – All students will also come home with forms to complete and get back to us (homework 😊). We need those **COMPLETED and SIGNED forms back to us on the FIRST driving lesson.** That gets us time to fix anything that may have been missed and we will keep them safe until test time. All forms require a parent signature and if under 17, the student must also get an administrator from their school to sign the PDLA form. **If we don't have all of these completed and in our hands before the last lesson, the student WILL not be able to test or go to the DMV for their license. No refunds will be given if we can't test a student or take them to the DMV because they did not get forms signed and you will have to purchase an additional lesson if we have to schedule it another day.** All students will need \$25 for the DMV when they get their picture taken for their license because of the REAL ID. It will be good for 8 years.

Communication – We try to keep open communication with parents and students. If there are specific things that you feel you would like us to work on with the student, please let us know. Likewise, we will give the student feedback on what we feel they need to practice more. If we do not feel a student is ready for the road test when the scheduled time comes, we will have that conversation with them and put it off until they have had time to practice more and are ready to be on the road alone. We can all agree that keeping our kids safe is the number one priority!

Questions – Please feel free to reach out to our Office Manager, Sharon Knight (843) 263-5023, with any questions or concerns. We try not to be on phone when we are with students so texting us or emailing is usually the best bet Sharon@123DriveDrivingAcademy.com and we can answer when we are free.